

## EXECUTIVE SECRETARIAT

## Routing Slip

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
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7	DDO				
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9	Chm/NIC				
10	GC				
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14	D/Pers				
15	D/OEA				
16	C/PAD/OEA				
17	SA/IA				
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19	C/IPD/OIS				
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Remarks:

(Your DDA 83-4093/2 pertains)

*JSC*  
 Executive Secretary  
 10/20/83  
 Date

3637 (10-81)

Executive Registry

83-4331/2

THE WHITE HOUSE  
WASHINGTON

## MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

FROM: RALPH C. BLEDSOE *Ralph Bledsoe*  
Special Assistant to the President  
Executive Secretary to the Cabinet Council  
on Management and Administration

SUBJECT: Federal Field Structure Reform

DATE: October 19, 1983

The Federal Field Structure Reform Project as set forth by Presidential Memorandum, dated August 30, 1983, established goals to streamline field organizations so as to more efficiently deliver services to taxpayers.

On September 21, 1983, the Federal Field Structure Working Group of the Cabinet Council on Management and Administration (CCMA) distributed copies of their report to you, with instructions relating to implementation of the President's directive.

Agency assessments and plans are due to the CCMA by October 31, 1983. These should include, but not be limited to, a general review of agency initiatives to:

1. Reduce organizational layers between headquarters and the field;
2. Eliminate unnecessary offices;
3. Consolidate administrative support services;
4. Co-locate field offices;
5. Improve supervisory/employee ratios; and
6. Use third parties to provide services, e.g. State and local governments and the private sector.

A task force, under the leadership of Gerald P. Carmen, GSA Administrator, has been assembled to work with you and your staff on assessments and plans. If you have questions, please contact Mr. Carmen at GSA, or me at 456-6640. We look forward to receiving your materials at the time designated.

C-299A

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